

Using a Personal Windows Computer for Citrix Access

These instructions are for LNI employees who need to access LNI Citrix applications from a personally owned Windows computer.

In order to use Citrix you must have been set up specifically for this purpose. Generally, any LNI employee who has requested and been approved remote access will be able to log in to Citrix.

If you are unsure if this document applies to you, please contact a member of your IT staff to verify if you have the correct access needed.

Prerequisites:

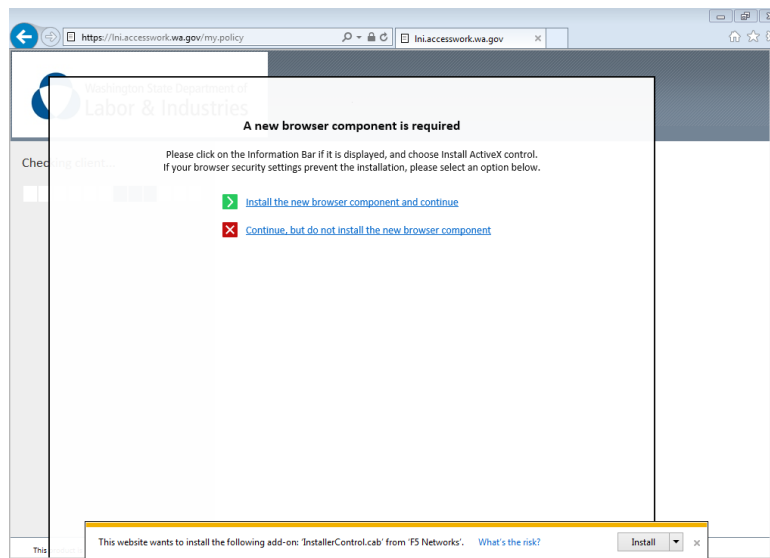
The following programs and services need to be installed in order to successfully connect to and use LNI remote access services:

- An Anti-Virus program must be installed.
- A Firewall program must be installed.
- Browser Versions:
 - Internet Explorer – All versions
 - Firefox – All versions.
 - **Chrome does not work and is not supported**

The screen shots shown were captured using Internet Explorer; however the process is very similar while using Firefox.

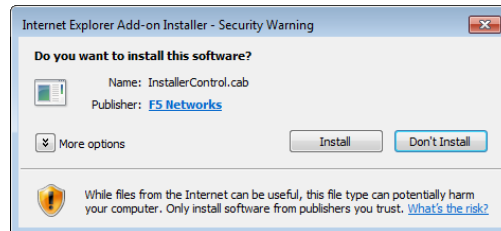
Logging In:

- To begin, go to <https://lmi.accesswork.wa.gov>

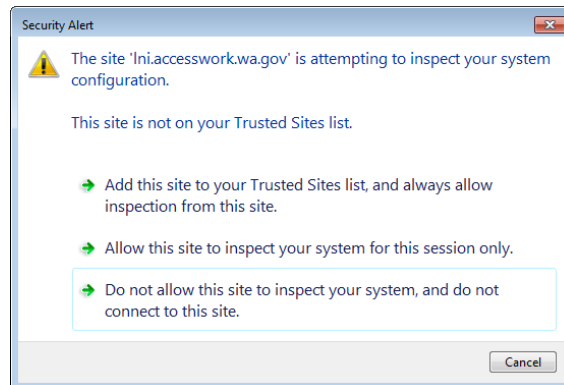


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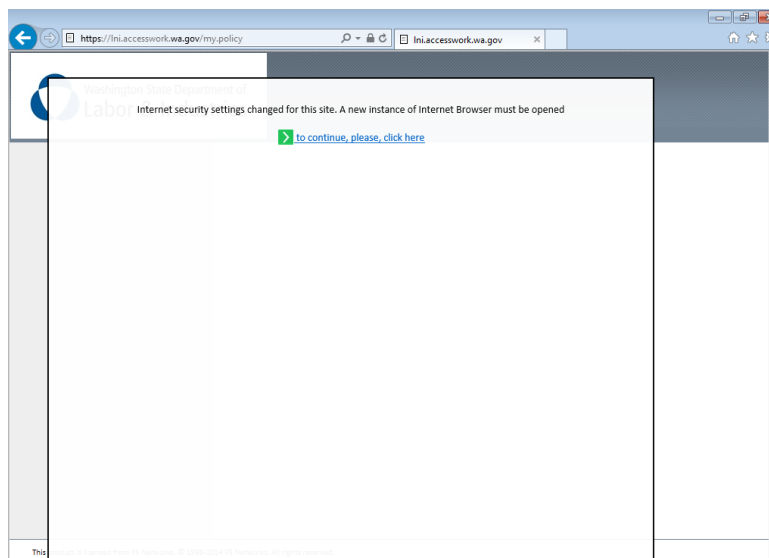
- Click “Install” on the bar at the bottom of the IE window. Do not click either of the links at the top of the IE window.



- Click “Install”. You may receive a prompt asking if you want to allow the install to continue. If you get this additional prompt, click “Yes”.

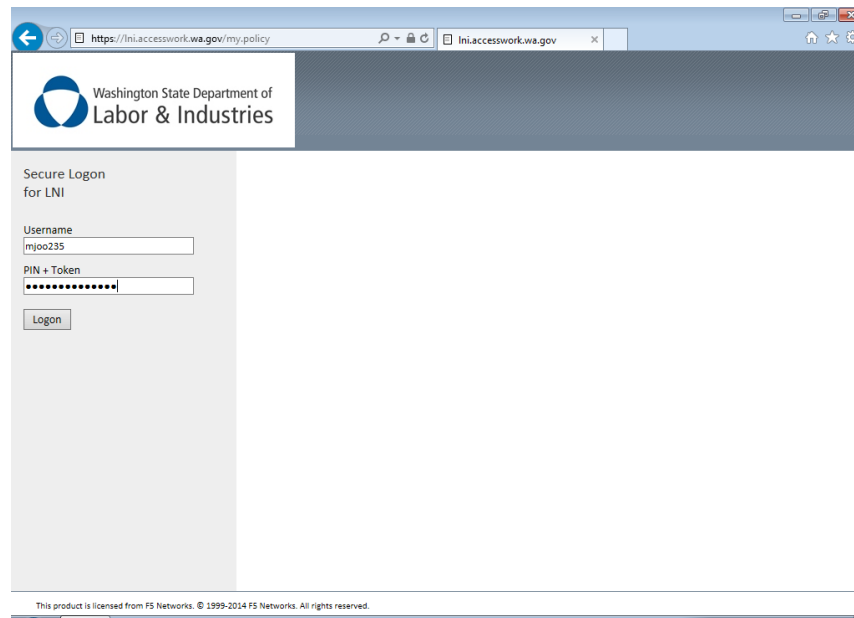


- Click “Add this site to your Trusted Sites list, and always allow inspection from this site”.



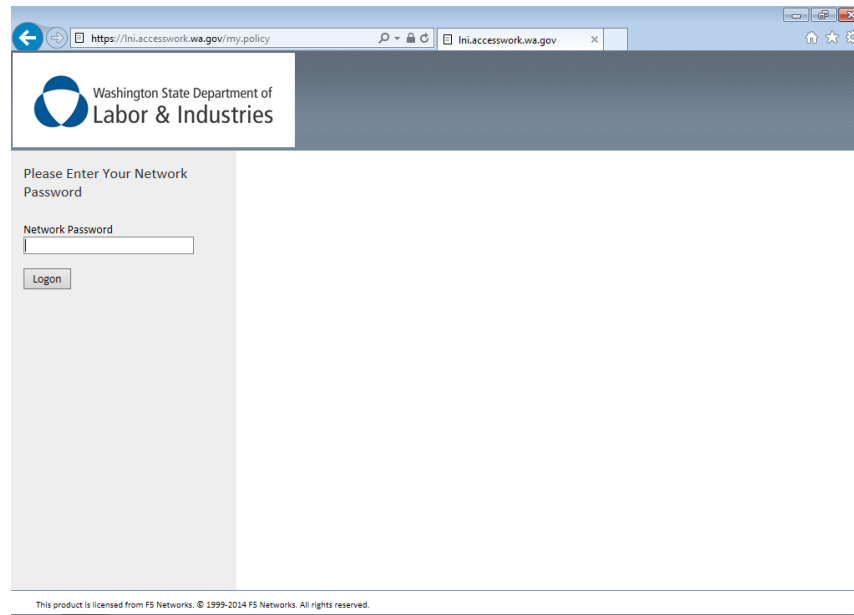
- Click the link which says “to continue, please, click here”.

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A screenshot of a web browser window showing the 'Secure Logon for LNI' page. The browser's address bar displays 'https://lni.accesswork.wa.gov/my.policy'. The page header features the Washington State Department of Labor & Industries logo. The main content area is titled 'Secure Logon for LNI' and contains a 'Username' field with the value 'mjoo235', a 'PIN + Token' field with masked characters, and a 'Logon' button. A footer note states: 'This product is licensed from FS Networks. © 1999-2014 FS Networks. All rights reserved.'

- Enter your LNI user name.
- Enter your PIN number and current token code and click “Logon”.



A screenshot of a web browser window showing the 'Please Enter Your Network Password' page. The browser's address bar displays 'https://lni.accesswork.wa.gov/my.policy'. The page header features the Washington State Department of Labor & Industries logo. The main content area is titled 'Please Enter Your Network Password' and contains a 'Network Password' field and a 'Logon' button. A footer note states: 'This product is licensed from FS Networks. © 1999-2014 FS Networks. All rights reserved.'

- Enter your LNI network password and click “Logon”.

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- Click the box next to "I agree with the Citrix license agreement" and click "Install. (If you have previously used this machine to access Citrix, you will not see this prompt)

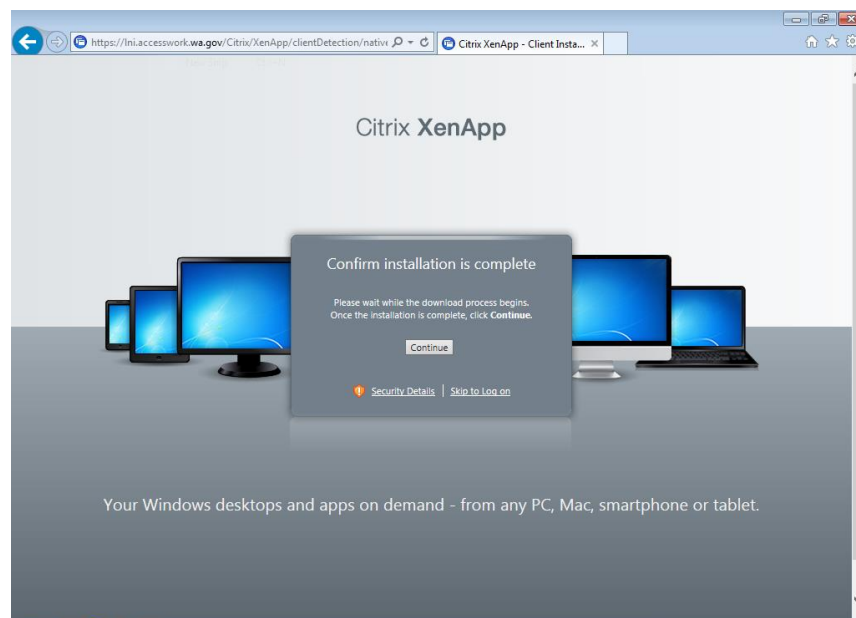
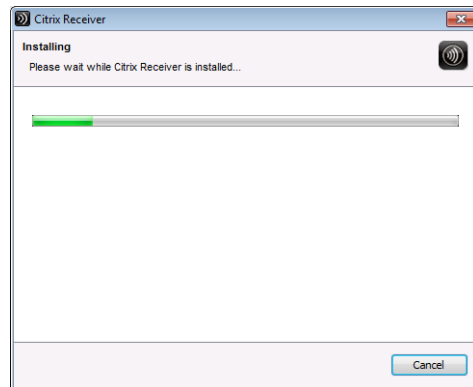


- Click "Run". (Depending on your network speed, this process could take up to 10 minutes)

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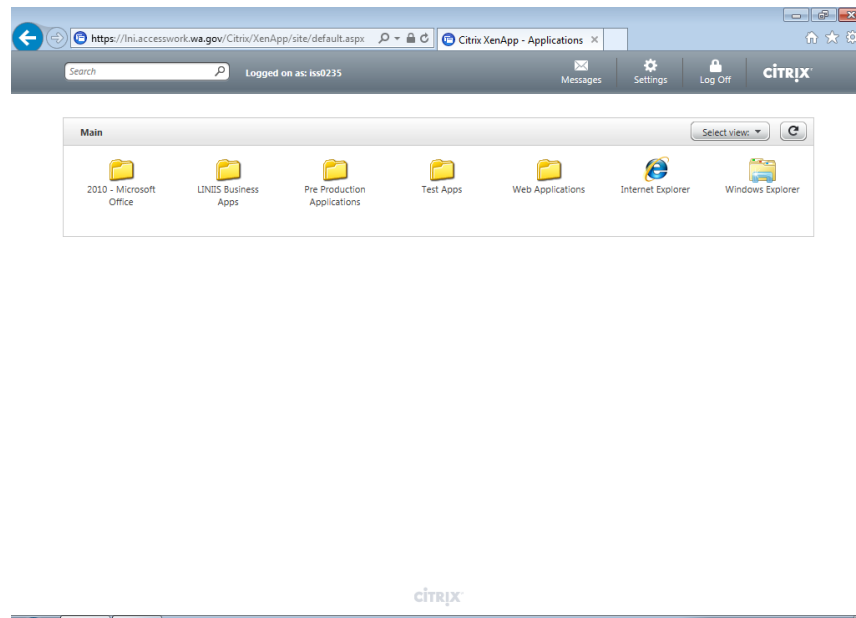


- Click "Install".

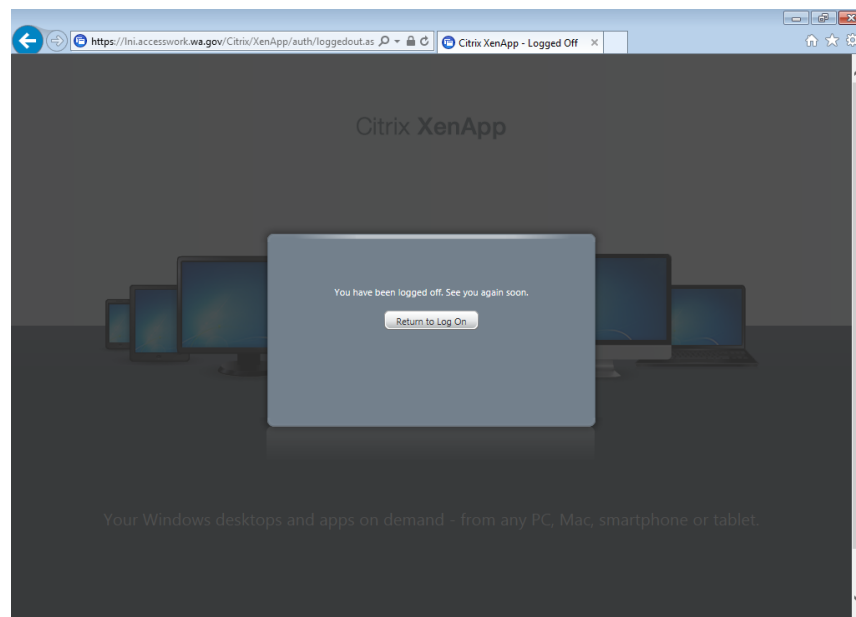


- Click "Continue".

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- You can begin using your applications.
- When you are finished with your Citrix session, close all open Citrix applications and click the "Logoff" button located at the top of the screen to the left of the "Citrix" logo.



- Close out of your browser.